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MEMORANDUM FOR: Chief, Management Staff

FROM : Chief, O&M Staff, (DD/P Area)

SUBJECT : DD/P Area Weekly Report for Period 5 April Through 11 April 1956

1. T/O Proposals Processed: Six (6) T/O proposals representing eleven (11) position actions were processed and approved.

2. T/O Proposals In Process: Six (6) T/O proposals are currently on hand and in process. Four (4) of these proposals are major DD/P Staff and Division reorganization T/O's, namely the PPC Staff, NEA, FE, and SR Divisions. A total of approximately [redacted] position actions are involved in the T/O's currently in process.

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3. NEA T/O Proposal (MS-825 and MS Project 6-35): In collaboration with representatives of the Position Evaluation Division, Office of Personnel, a representative of this staff, and NEA Division Staff and line officials, a detailed review of this T/O proposal is underway. Organizational adjustments, together with individual position alignment to be developed, will result in a revised final acceptable T/O submission equal to ceiling.

4. New Building Space Committee Requirement - Vacuum (Pneumatic) Tube System, MS Project 6-33: Data collected from a survey of documents coordinated into and out of the [redacted]/EE during the week of 26-30 March 1956 was collated and recapped into a draft report. This report was submitted to Mr. [redacted], DD/P's representative on the new Building Space Committee. During the past week it was also determined that a special committee was formed in December 1955 for the purpose of developing qualitative and quantitative data regarding the regular mail handled by the three major components of the Agency. Consequently all information collected by this staff in RI/Communications and Control Branch/Receipt and Delivery Section, and also information developed from DD/I and DD/S on this subject were related to Mr. [redacted] at a meeting on 10 April 1956. Further information collection by this staff concerning this subject is being suspended pending subsequent requests for assistance from the New Building Space Committee.

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5. MS Project 6-32, National Agency Name Checks: All interviews are completed; graphics for study completed; draft of staff study is expected to be completed by the end of this week.

6. MS Project 6-29, DD/P Mail Procedure: A study of the classified courier ticket procedure has been started in connection with requested analysis of Employee Suggestion No. 2161.
7. MS Project 6-30, DD/P Forms Program Outline of survey being planned for execution by SSA-DD/S.
8. MS Project 6-31, Far Eastern Printing Facilities: A project has been initiated to determine, in cooperation with the Office of Logistics, FE Division and TSS, the T/O arrangements for this facility.
9. MS Project 6-34, DD/P Reports Control Program: Suggested procedure for survey developed, coordinated with Records Management Staff and submitted to SSA-DD/S.
10. Study of Staff Employee and Staff Agent Procedures and Policies: Work progressing on draft staff study and clarification of minor questions.
11. Several pending projects are held in abeyance until manpower is available for activation.

Chief, O&M Staff, DD/P Area

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